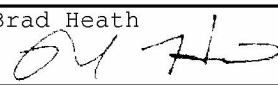


<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-16				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number       5			Title of Work Assignment/SF Site Name Technical Support for NPDES				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments: Work shall not commence on this work assignment until January 1, 2016.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011   To   06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name   Sharmin Syed  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number   202-564-3052 FAX Number:			
Project Officer Name   Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2108 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Brad Heath <div style="display: flex; justify-content: space-between;"> <div>             (Signature)         </div> <div>12/30/2015 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-16**

**Title:** Technical Support for NPDES Permit Quality Reviews

**Work Assignment Contracting Officer's Representative (WACOR):**

<b>Sharmin Syed</b> Phone: (202) 564-3052 Fax (202) 564-9544 <a href="mailto:syed.sharmin@epa.gov">syed.sharmin@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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**Alternate Work Assignment Contracting Officer's Representative (Alternate WACOR):**

<b>David Hair</b> Phone: (202) 564-2278 Fax (202) 564-9544 <a href="mailto:hair.david@epa.gov">hair.david@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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**Period of Performance:** January 1, 2016 to June 30, 2016

**Background:**

An important component of a healthy National Pollutant Discharge Elimination System (NPDES) Program is permit quality. Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as EPA works to achieve the strategic sub-objectives for returning waters to support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to achieve these goals are critical in combination with other Clean Water Act water quality programs in achieving these sub-objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance permit quality. These methods have included real-time reviews of draft permits, standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure success of the NPDES permit program.

Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for training or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support in finalizing previously developed draft methodology to allow EPA regions to manage the reviews, and assistance with conducting reviews of state programs. This scope of work includes implementation of permit quality reviews and results management.

### **Scope of Work:**

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process, as well as finalizing tools to ensure continual improvement of the NPDES permitting program. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

### **Task 1: Technical and Administrative Support for Implementing PQRs**

The contractor shall support the implementation of:

- Up to three (3) PQRs during the period of performance;
- Assist in the completion of one to four PQR reports for reviews previously conducted; and,
- Final formatting and copy review of up to four (4) reports completed by EPA regional offices.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with checklists prepared during the previous option period for both a comprehensive review and topic specific reviews.

The tentative schedule for upcoming PQRs is as follows:

<b>PQR No.</b>	<b>PQR Topic/Type</b>	<b>Schedule</b>
#1	Regional PQR (Region 1): Maine	TBD
#2	Regional PQR (Region 2): New Jersey	TBD
#3	Regional PQR (Region 3): District of Columbia	TBD

The contractor shall support EPA in implementing these reviews. This shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, regulations, and policies, as appropriate. The contractor shall support WPD in conducting site visits for up to three regions. Each PQR will consist of approximately 10 permits from the states listed above. The details of the number of site visits and permits reviewed may be adjusted by the EPA WACOR based on the unique characteristics of each state and region.

The contractor shall review materials prior to any site visits, and participate in site visits to regional and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit writing process within the State.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the reporting template developed by EPA. The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions previously conducted in addition to developing and finalizing reports for the upcoming reviews.

*Task 1 Deliverables:* The contractor shall provide draft reports 4 weeks after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30 days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

## **Task 2: Develop PQR Tools**

The contractor shall assist in finalizing previously developed tools needed for EPA regions to conduct PQRs as outlined in Task 1, which may include revising existing tools to incorporate current issues and practices, and streamline the review process. Once complete, the contractor shall create a bound publication with the PQR tools to be distributed by EPA to interested parties.

The contractor shall make revisions to these documents as additional information becomes available from the PQRs conducted, or as requested by EPA.

*Task 2 Deliverables:* The contractor shall provide draft tools/summaries within 10 business days after EPA WACOR request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments.

## **Task 3: Regional Assistance**

The contractor shall assist in the review of state materials, such as standard conditions and templates, as needed by EPA regions in conducting PQRs as outlined in Task 1, to ensure compliance with the Clean Water Act and appropriate NPDES regulations at 40 CFR part 122. Comments will be due 14 days from receipt of documents from EPA.

## **OTHER REQUIREMENTS**

### **Quality Assurance Statement**

A quality assurance project plan (QAPP) is not required for Tasks 1-2 of this project because they do not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.



### Reporting and Deliverables

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the EPA WACOR to advise the EPA WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

### Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of work to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the project officer and shall be in accordance with the contract.

### Conference/Meeting Guidelines and Limitations

The Contractor shall immediately alert the EPA WACOR/Alternate WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR/Alternate WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Anticipated Level of Effort (LOE): 575 Hours**

## QUALITY ASSURANCE SURVEILLANCE PLAN

The following performance measures will apply to work under this work assignment

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Management and Communications:</b> During the performance of work assignment 5-16, the Contractor shall immediately inform EPA of any issue that may potentially impact project schedules.	<p>The Contractor shall maintain contact with the EPA Project Officer and Work Assignment Contracting Officer's Representative throughout the performance of the contract and identify any issues or concerns to the appropriate EPA person prior to occurrence. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>The EPA Project Officer and Work Assignment Contracting Officer's Representative will allocate the time needed to discuss and address all issues identified by the Contractor. They will document and maintain a complete record of the issues, agreements and outcome. They will review monthly progress reports for indicators of communications problems and will bring issues to the Contractor's immediate attention.</p>	<p>Any issues that impact project schedules that are not brought to the attention of the appropriate EPA Project Officer or Work Assignment Contracting Officer's Representative before occurrence will be unsatisfactory. Two or more incidents during this work assignment option period will be reported as unsatisfactory performance in the CPARS Evaluation System.</p>
<b>Cost Management and Control:</b> The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical. The Contractor shall immediately inform EPA of any issue that may potentially impact project costs.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The EPA Project Officer will routinely meet with the Contractor's Project Manager to discuss the work progress, contract and individual work assignment level expenditures. The Project Officer shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p> <p>The EPA WACOR will maintain regular contact with the Contractor's designated work assignment manager /project manager to discuss work assignment progress and expenditure. The WACOR will review the Contractor's monthly progress report and invoice and provide feedback to the Project Officer on payment.</p>	<p>Any issues that impact project costs should be brought to the attention of the EPA Project Officer and Work Assignment Contracting Officer's Representative. An overrun that exceeds 4% of the total obligation that is the direct result of the Contractor's failure to manage and control cost will result in an unsatisfactory rating being reported to the CPARS Evaluation System.</p>
<b>Technical Analyses:</b> The Contractor shall collect and analyze data in support of the Agency decision-making. The Contractor shall immediately inform EPA of any issue that may potentially impact the project.	<p>The analyses conducted by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor provided options or recommendations shall include the rationale use in selecting the option/ recommendation and all other options considered.</p>	<p>The appropriate EPA Project Officer and Work Assignment Contracting Officer's Representative will review all analyses conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. If after reviewing the Contractor's analysis, EPA determines that the content is not factual, legally defensible or based on sound science and engineering, The Contractor's performance will be reported as unsatisfactory in the CPARS Evaluation System.</p>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-16				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 06/30/2016 Base                      Option Period Number    5			Title of Work Assignment/SF Site Name Technical Support for NPDES				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From 01/01/2016 To 06/30/2016				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$76,048.00		575						
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Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$76,048.00		LOE: 575						
Cumulative Approved:		Cost/Fee \$76,048.00		LOE: 575						
Work Assignment Manager Name Sharmin Syed  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-3052				
						FAX Number:				
Project Officer Name Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
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<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
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Project Officer Name    Robin Danesi  <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>(Date)</span> </div>		Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:																																																																		
Other Agency Official Name  <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>(Date)</span> </div>		Branch/Mail Code: Phone Number: FAX Number:																																																																		
Contracting Official Name    Brad Heath <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>8/23/2016 (Date)</span> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

**PERFORMANCE WORK STATEMENT  
CONTRACT NUMBER EP-C-11-009  
WORK ASSIGNMENT 5-16  
AMENDMENT 1**

**Title:** Technical Support for NPDES Permit Quality Reviews

**Work Assignment Contracting Officer's Representative (WACOR):**

<b>Sharmin Syed</b> Phone: (202) 564-3052 Fax (202) 564-9544 Syed.sharmin@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135F Washington, DC 20004
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**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

<b>Beth Ragnauth</b> Phone: (202) 564-3161 Fax (202) 564-9544 Ragnauth.elizabeth@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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**Period of Performance:** July 1, 2016 through October 31, 2016

**Background:**

An important component of a healthy National Pollutant Discharge Elimination System (NPDES) Program is permit quality. Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as EPA works to achieve the strategic sub-objectives for returning waters to support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to achieve these goals are critical in combination with other Clean Water Act water quality programs in achieving these sub-objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance permit quality. These methods have included real-time reviews of draft permits, standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure success of the NPDES permit program.

Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for

training or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support in finalizing previously developed draft methodology to allow EPA regions to manage the reviews, and assistance with conducting reviews of state programs. This scope of work includes implementation of permit quality reviews and results management.

### **Scope of Work:**

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process, as well as finalizing tools to ensure continual improvement of the NPDES permitting program. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

### **Task 1: Technical and Administrative Support for Implementing PQRs**

The contractor shall support the implementation of:

- Up to five (5) PQRs during the period of performance;
- Assist in the completion of one to four PQR reports for reviews previously conducted; and,
- Final formatting and copy review of up to four (4) reports completed by EPA regional offices.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with checklists prepared during the previous option period for both a comprehensive review and topic specific reviews.

The tentative schedule for upcoming PQRs is as follows:

<b>PQR No.</b>	<b>PQR Topic/Type</b>	<b>Schedule</b>
#1	Regional PQR (Region 1): Maine	TBD
#2	Regional PQR (Region 2): New Jersey	TBD
#3	Regional PQR (Region 3): District of Columbia	TBD
#4	Regional PQR (Region 10): Washington	August 2016
#5	Regional PQR (Region 4): Kentucky	September 7-9, 2016

The contractor shall support EPA in implementing these reviews. This shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, regulations, and policies, as appropriate. The contractor shall support WPD in conducting site visits for up to three regions. Each PQR will consist of approximately 10 permits from the states listed above. The details of the number of site visits and permits reviewed may be adjusted by the WACOR based on the unique characteristics of each state and region.

The contractor shall review materials prior to any site visits, and participate in site visits to regional and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit

writing process within the State.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the reporting template developed by EPA. The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions previously conducted in addition to developing and finalizing reports for the upcoming reviews.

*Task 1 Deliverables:* The contractor shall provide draft reports 4 weeks after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30 days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

### **Task 2: Develop PQR Tools**

The contractor shall assist in finalizing previously developed tools needed for EPA regions to conduct PQRs as outlined in Task 1, which may include revising existing tools to incorporate current issues and practices, and streamline the review process. Once complete, the contractor shall create a bound publication with the PQR tools to be distributed by EPA to interested parties.

The contractor shall make revisions to these documents as additional information becomes available from the PQRs conducted, or as requested by EPA.

*Task 2 Deliverables:* The contractor shall provide draft tools/summaries within 10 business days after the WACOR requests for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments.

### **Task 3: Regional Assistance**

The contractor shall assist in the review of state materials, such as standard conditions and templates, as needed by EPA regions in conducting PQRs as outlined in Task 1, to ensure compliance with the Clean Water Act and appropriate NPDES regulations at 40 CFR part 122. Comments will be due 14 days from receipt of documents from EPA.

## **OTHER REQUIREMENTS**

### **Quality Assurance Statement**

A quality assurance project plan (QAPP) is not required for Tasks 1-2 of this project because they do not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

### **Reporting and Deliverables**

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when

expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

#### Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of work to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the Contract Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract.



## QUALITY ASSURANCE SURVEILLANCE PLAN

The following performance measures will apply to work under this work assignment

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Management and Communications:</b> During the performance of work assignment 2-16, the Contractor shall immediately inform EPA of any issue that may potentially impact project schedules.	<p>The Contractor shall maintain contact with the EPA CL-COR and Work Assignment Contracting Officer's Representative throughout the performance of the contract and identify any issues or concerns to the appropriate EPA person prior to occurrence. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>The CL-COR and Work Assignment Contracting Officer's Representative will allocate the time needed to discuss and address all issues identified by the Contractor. They will document and maintain a complete record of the issues, agreements and outcome. They will review monthly progress reports for indicators of communications problems and will bring issues to the Contractor's immediate attention.</p>	<p>Any issues that impact project schedules that are not brought to the attention of the appropriate CL-COR or Work Assignment Contracting Officer's Representative before occurrence will be unsatisfactory. Two or more incidents during this work assignment option period will be reported as unsatisfactory performance in the CPARS Evaluation System.</p>
<b>Cost Management and Control:</b> The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical. The Contractor shall immediately inform EPA of any issue that may potentially impact project costs.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress, contract and individual work assignment level expenditures. The CL-COR shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p> <p>The WACOR will maintain regular contact with the Contractor's designated work assignment manager /project manager to discuss work assignment progress and expenditure. The WACOR will review the Contractor's monthly progress report and invoice and provide feedback to the CL-COR on payment.</p>	<p>Any issues that impact project costs should be brought to the attention of the CL-COR and Work Assignment Contracting Officer's Representative. An overrun that exceeds 4% of the total obligation that is the direct result of the Contractor's failure to manage and control cost will result in an unsatisfactory rating being reported to the CPARS Evaluation System.</p>
<b>Technical Analyses:</b> The Contractor shall collect and analyze data in support of the Agency decision-making. The Contractor shall immediately inform EPA of any issue that may potentially impact the project.	<p>The analyses conducted by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor provided options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered.</p>	<p>The appropriate CL-COR and Work Assignment Contracting Officer's Representative will review all analyses conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. If after reviewing the Contractor's analysis, EPA determines that the content is not factual, legally defensible or based on sound science and engineering, The Contractor's performance will be reported as unsatisfactory in the CPARS Evaluation System.</p>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-16				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 10/31/2016			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number                      5			Technical Support for NPDES				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2016 To 10/31/2016					
Comments: This Work Plan Approval incorporates Amendment 1.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		\$76,048.00		LOE:		575		
01/01/2011 To 10/31/2016										
This Action:				\$49,168.00				340		
Total:				\$125,216.00				915		
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		09/08/2016		Cost/Fee		\$49,168.00		LOE:		340
Cumulative Approved:				Cost/Fee		\$125,216.00		LOE:		915
Work Assignment Manager Name Sharmin Syed							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-3052			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2352			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-16								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 12/31/2016 Base                      Option Period Number    5	Title of Work Assignment/SF Site Name Technical Support for NPDES								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 07/01/2016 To 12/31/2016								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 12/31/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name    Sharmin Syed  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number: 202-564-3052			
							FAX Number:			
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name    Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>10/31/2016</span> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-16  
AMENDMENT 2**

**Title:** Technical Support for NPDES Permit Quality Reviews

**Work Assignment Contracting Officer's Representative (WACOR):**

<b>Sharmin Syed</b> Phone: (202) 564-3052 Fax (202) 564-9544 Syed.sharmin@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135F Washington, DC 20004
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**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

<b>Beth Ragnauth</b> Phone: (202) 564-3161 Fax (202) 564-9544 Ragnauth.elizabeth@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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**Period of Performance:** July 1, 2016 to December 31, 2016

**Background:**

An important component of a healthy National Pollutant Discharge Elimination System (NPDES) Program is permit quality. Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as EPA works to achieve the strategic sub-objectives for returning waters to support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to achieve these goals are critical in combination with other Clean Water Act water quality programs in achieving these sub-objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance permit quality. These methods have included real-time reviews of draft permits, standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure success of the NPDES permit program.

Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for

training or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support in finalizing previously developed draft methodology to allow EPA regions to manage the reviews, and assistance with conducting reviews of state programs. This scope of work includes implementation of permit quality reviews and results management.

### **Scope of Work:**

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process, as well as finalizing tools to ensure continual improvement of the NPDES permitting program. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

### **Task 1: Technical and Administrative Support for Implementing PQRs**

The contractor shall support the implementation of:

- Up to five (5) PQRs during the period of performance;
- Assist in the completion of one to four PQR reports for reviews previously conducted; and,
- Final formatting and copy review of up to four (4) reports completed by EPA regional offices.
- Desktop reviews of up to ten (10) permits and fact sheets in addition to the full PQRs supported, using the PQR process and tools.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with checklists prepared during the previous option period for both a comprehensive review and topic specific reviews.

The tentative schedule for upcoming PQRs is as follows:

<b>PQR No.</b>	<b>PQR Topic/Type</b>	<b>Schedule</b>
#1	Regional PQR (Region 1): Maine	TBD
#2	Regional PQR (Region 2): New Jersey	TBD
#3	Regional PQR (Region 3): District of Columbia	TBD
#4	Regional PQR (Region 10): Washington	August 2016
#5	Regional PQR (Region 4): Kentucky	September 7-9, 2016

The contractor shall support EPA in implementing these reviews. This shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, regulations, and policies, as appropriate. The contractor shall support WPD in conducting site visits for up to three regions. Each PQR will consist of approximately 10 permits from the states listed above. The details of the number of site visits and permits reviewed may be adjusted by the WACOR based on the unique characteristics of each state and region.

The contractor shall review materials prior to any site visits, and participate in site visits to regional

and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit writing process within the State.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the reporting template developed by EPA. The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions previously conducted in addition to developing and finalizing reports for the upcoming reviews.

*Task 1 Deliverables:* The contractor shall provide draft reports 4 weeks after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30 days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

## **Task 2: Develop PQR Tools**

The contractor shall assist in finalizing previously developed tools needed for EPA regions to conduct PQRs as outlined in Task 1, which may include revising existing tools to incorporate current issues and practices, and streamline the review process. Once complete, the contractor shall create a bound publication with the PQR tools to be distributed by EPA to interested parties.

The contractor shall make revisions to these documents as additional information becomes available from the PQRs conducted, or as requested by EPA.

*Task 2 Deliverables:* The contractor shall provide draft tools/summaries within 10 business days after EPA WAM request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments.

## **Task 3: Regional Assistance**

The contractor shall assist in the review of state materials, such as standard conditions and templates, as needed by EPA regions in conducting PQRs as outlined in Task 1, to ensure compliance with the Clean Water Act and appropriate NPDES regulations at 40 CFR part 122. Comments will be due 14 days from receipt of documents from EPA.

## **OTHER REQUIREMENTS**

### **Quality Assurance Statement**

A quality assurance project plan (QAPP) is not required for Tasks 1-2 of this project because they do not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

### **Reporting and Deliverables**

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of

progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

#### Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of work to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the project officer and shall be in accordance with the contract.

## QUALITY ASSURANCE SURVEILLANCE PLAN

The following performance measures will apply to work under this work assignment

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Management and Communications:</b> During the performance of work assignment 2-16, the Contractor shall immediately inform EPA of any issue that may potentially impact project schedules.	<p>The Contractor shall maintain contact with the CL-COR and Work Assignment Contracting Officer's Representative throughout the performance of the contract and identify any issues or concerns to the appropriate EPA person prior to occurrence. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>The CL-COR and Work Assignment Contracting Officer's Representative will allocate the time needed to discuss and address all issues identified by the Contractor. They will document and maintain a complete record of the issues, agreements and outcome. They will review monthly progress reports for indicators of communications problems and will bring issues to the Contractor's immediate attention.</p>	<p>Any issues that impact project schedules that are not brought to the attention of the appropriate CL-COR or Work Assignment Contracting Officer's Representative before occurrence will be unsatisfactory. Two or more incidents during this work assignment option period will be reported as unsatisfactory performance in the CPARS Evaluation System.</p>
<b>Cost Management and Control:</b> The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical. The Contractor shall immediately inform EPA of any issue that may potentially impact project costs.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress, contract and individual work assignment level expenditures. The Project Officer shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p> <p>The WACOR will maintain regular contact with the Contractor's designated work assignment manager /project manager to discuss work assignment progress and expenditure. The WACOR will review the Contractor's monthly progress report and invoice and provide feedback to the Project Officer on payment.</p>	<p>Any issues that impact project costs should be brought to the attention of the CL-COR and Work Assignment Contracting Officer's Representative. An overrun that exceeds 4% of the total obligation that is the direct result of the Contractor's failure to manage and control cost will result in an unsatisfactory rating being reported to the CPARS Evaluation System.</p>
<b>Technical Analyses:</b> The Contractor shall collect and analyze data in support of the Agency decision-making. The Contractor shall immediately inform EPA of any issue that may potentially impact the project.	<p>The analyses conducted by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor provided options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered.</p>	<p>The appropriate CL-COR and Work Assignment Contracting Officer's Representative will review all analyses conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. If after reviewing the Contractor's analysis, EPA determines that the content is not factual, legally defensible or based on sound science and engineering, The Contractor's performance will be reported as unsatisfactory in the CPARS Evaluation System.</p>



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-16				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 12/31/2016			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      5			Technical Support for NPDES				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2016 To 12/31/2016					
Comments: This Work Plan Approval incorporates Amendment 2.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		\$125,216.00		LOE:		915		
01/01/2011 To 12/31/2016										
This Action:				\$10,142.00				78		
Total:				\$135,358.00				993		
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		11/17/2016		Cost/Fee		\$10,142.00		LOE:		78
Cumulative Approved:				Cost/Fee		\$135,358.00		LOE:		993
Work Assignment Manager Name Sharmin Syed						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-3052				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2352				
						FAX Number:				

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

5-17

☐ Other ☐ Amendment Number:

Contract Number

EP-C-11-009

Contract Period 01/01/2011 To 06/30/2016

Base Option Period Number 5

Title of Work Assignment/SF Site Name

Support NPDES CAFO Program

Contractor

TETRA TECH, INC.

Specify Section and paragraph of Contract SOW

1.1, 1.2, 1.3, 3.2, 3.5, 3.7, 3.9, 3.11, 3.15

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/01/2016 To 06/30/2016

Comments:

Work shall not commence on this Work Assignment until January 1, 2016.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

01/01/2011 To 06/30/2016

Cost/Fee:

LOE:

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Jennifer Molloy

Branch/Mail Code:

Phone Number 202-564-1939

FAX Number:

(Signature)

(Date)

Project Officer Name Robert Powell

Branch/Mail Code:

Phone Number 202-564-2108

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Brad Heath

Branch/Mail Code:

Phone Number 513-487-2352

FAX Number:

(Signature)

12/30/2015

(Date)

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-17**

**Title:** Technical Support for the Implementation of the NPDES National CAFO Program, Animal Agriculture Partnerships, the NPDES National Aquaculture Program and the Climate-Ready NPDES Program (short title: NPDES CAFOs, Aquaculture & Climate)

**Work Assignment Contracting Officer's Representative (WACOR)**

Jennifer Molloy (4203M)  
Water Permits Division  
Office of Wastewater Management  
U.S. Environmental Protection Agency  
Washington, D.C. 20460  
(202)-564-1939  
[molloy.jennifer@epa.gov](mailto:molloy.jennifer@epa.gov)

**Alternative Work Assignment Contracting Officer's Representative (Alternate WACOR)**

Jennifer Chan (4203M)  
Water Permits Division  
Office of Wastewater Management  
U.S. Environmental Protection Agency  
Washington, D.C. 20460  
(202)-564-3067  
[chan.jennifer@epa.gov](mailto:chan.jennifer@epa.gov)

**Period of Performance:** January 1, 2016 through June 30, 2016

**Background Information:**

The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. EPA continues to refine an integrated animal agricultural strategy to improve the environmental performance of animal agriculture through both regulatory and non-regulatory initiatives. The strategy includes supporting State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other AFO pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures.

The NPDES Aquaculture program currently implements measures to prevent and abate pollutant discharges from aquaculture activities, including fish hatcheries; raceways, ponds or recirculating systems; floating or submersible net pens or cages; and bag, rack or suspended shellfish culture. Regulated operations include Aquaculture Projects (40 CFR 122.25) and Concentrated Aquatic Animal Production (CAAP) facilities (122.24 and 122 Appendix C). A CAAP effluent guideline (40 CFR Part 451) guides many of the requirements. The program supports state and regional permitting programs, participates in the federal Interagency Work Group on Aquaculture, the IWG-A Regulatory Task Force and projects that arise from both, including coordination of federal permitting of off-shore aquaculture in the Gulf of Mexico.

The National Water Program Climate-Ready NPDES Strategy, originally drafted in 2014 and updated periodically, is a multi-faceted approach to ensure that the NPDES program has permit-

related tools, policies, data and other information to address challenges faced by permit writers and permittees associated with changes in precipitation and run-off, higher and lower base flows, drought, rising sea levels, storm surges, ambient water temperature and other climate-related factors.

#### **Scope of Work:**

This work assignment establishes new tasks and also continues work from a previous work assignment (4-17). The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of all areas noted above. The contractor will not be involved in the Agency policy or decision making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the EPA WACOR in accordance with technical direction clause of the contract (clause H).

#### **Task 1. Develop a Compendium of Noteworthy CAFO Permit Provisions and Program Elements**

This project was initiating under the prior work assignment. State and regional permit writers are often looking to other permits and programs for good ideas. The objective of this project is to produce a compendium that highlights robust examples from state and regional permits and programs, including tools and other approaches that enhance environmental outcomes from CAFOs and AFOs. Based on the scope of the content, EPA will decide in the process of compiling these highlights whether the compendium will take the form of a document or web content. In either case readable, attractive and accessible (508) content is important. Each summary should provide enough information for readers to understand why the particular approach is effective, and links and/or contact information should be included so that state programs can follow-up with each other, as appropriate. A draft product should be available by Spring 2016. Internal EPA reviews will affect the final release date.

**Deliverables and Schedule:** The contractor will continue to gather information, as directed by the WACOR, on potential candidates for the compendium. Based on the preliminary list of "potentially highlightable" permit and program elements, and other potential examples as identified by the contractor and EPA, EPA shall provide technical direction on which elements will be included in the compendium. The contractor shall provide draft compendium write-ups within 2 weeks of receiving technical direction from the WACOR, unless the TD provides a different schedule, i.e., the WACOR anticipates that this will be a 'rolling' process with useable elements ID'd a few at a time. Once the decision on the specific format (document or web-based) has been made the contractor will provide a draft compendium within 3 weeks days of receiving technical direction from the WACOR. The final compendium will be provided within 2 weeks of receiving comments from EPA on the draft.

#### **Task 2. Support State Initiatives to Improve Manure Management**

EPA seeks to provide support to State CAFO programs in the form of contractor assistance and EPA specialist input to develop specific elements of the program to improve manure management. The program can propose an array of projects as long as there is reasonable

demonstration of sustainable environmental improvement. Projects may be improvements to the regulatory program; supplements to the regulatory program; or actions that will target improved manure management at facilities without permit coverage. Examples of potential projects include: training technical service providers to develop NMPs; developing manure transfer programs; developing robust technical standards. With fewer and fewer CAFOs obtaining NPDES permit coverage, projects that will provide water quality improvements for discharges at all types of operations is desirable. Examples of contractor assistance include: drafting permit, rule or guidance language; conducting data analyses or modeling; organizing and/or providing training on developing NMPs; conducting livestock operation inspections, water quality or soil sampling or other field investigations; setting up databases; compiling information; or other task directly related to improving manure management. This project seeks to support 2 projects per year at up to \$40,000 in contractor assistance per project (LOE will vary depending on the types of service needed).

**Deliverables and Schedule:** Specific deliverables and schedules will be negotiated with the contractor as project details are identified and refined.

### **Task 3. Develop Options for More Effective Nutrient Management at Animal Feeding Operations**

The CAFO regulations rely heavily in robust implementation of Nutrient Management Plans (NMPs), and the adequacy of NMPs is based to a large degree on the efficacy of state nutrient technical standards. An EPA assessment of 18 state technical standards a few years ago concluded that they are very state-specific, are articulated in a wide variety of ways and, in spite of objectives to the contrary, they are not necessarily protective of water quality. Assessments of NMP implementation reveal that many producers don't have them, and a notable number of the ones who do, do not adhere to them. EPA will explore options for implementing more effective nutrient management to meet CWA water quality objectives with the goal of being able to provide option(s) to the states on effective and defensible ways in which this can be achieved. Outcomes may include a recommended process, an algorithm or a calculator for nutrient technical standards or other options for obtaining more effective nutrient management. EPA anticipates that this is a 2-year undertaking that will require lots of research, consultation and expert input. The contractor and EPA will jointly develop a process to meet the objectives. Tasks may include: assessment of current methods for developing nutrient technical standards; evaluation of analogous frameworks (including international approaches); convening an advisory group (could also use SERA-17); evaluating soil nitrogen and phosphorus threshold concentrations and their links to water quality (possibly on a regional basis) that could be used as benchmarks in nutrient management; coordinating beta-testing or peer review; and other tasks. Later phases of the project may also include assisting one or more interested states in refining their nutrient management approach, though EPA does not anticipate that to happen before the end of this option period.

**Deliverables and Schedule:** Deliverables and Schedule will be refined in the course of the project. Initially the contractor will work with a small advisory group of EPA staff to develop the scope and details of the project. The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR, and a

final version of the requested information and analyses within 1 week of receiving comments from the EPA WACOR on the draft materials, or per an approved project schedule.

#### **Task 4. Support the ACWA CAFO Roundtable**

The CAFO Roundtable – last held October 2014- is an annual meeting of state AFO/CAFO regulators and EPA regional and headquarters representatives that supports the implementation of animal agriculture programs nationwide by sharing new technologies, showcasing innovative state programs and initiatives, facilitating discussion on national program enhancements and improvements, identifying state resource needs including tools, training and guidance, and proposing solutions to challenges and barriers faced by the agriculture industry and other stakeholders. The contractor shall support the 2016 CAFO Roundtable by assisting with logistics such as booking the venue and organizing A-V and other on-site logistics, helping register attendees, executing speaker/attendee agreements, establishing an agenda, establishing remote hook-ups for participants who cannot attend in person, and other tasks associated with holding a conference.

**Deliverables and Schedule:** As soon as the date of the Roundtable is set the WACOR will consult with the contractor and develop a schedule of tasks, to include logistical support for the meeting and development of a robust agenda.

#### **Task 5. Collecting and Analyzing/Summarizing Data**

The contractor shall provide support to EPA by assisting with collecting and analyzing CAFO, AFO and/or aquaculture universe programs and data. The contractor may also be asked to gather and interpret NPDES program data related to climate, e.g., number of permittees with climate resilience studies or thermal refuge limits. The contractor shall research data from public sources or data provided by EPA and provide summaries and interpretations as specified by EPA. For purposes of developing the work plan, assume 3 “analyses” that require a combination of retrieving information from state websites and direct contact with state or regional programs.

**Deliverables and Schedule:** The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested information and analyses within 1 week of receiving comments from the EPA WACOR on the draft materials.

#### **Task 6. Animal Agriculture Discussion Group**

EPA established an Animal Agriculture Discussion Group (AADG) - an informal and iterative group of animal agriculture stakeholders including representatives from USDA, all sectors of the animal feeding industry and their associations, academia, and states- for the purpose of developing a shared understanding of how to successfully implement the Clean Water Act. The group convenes via conference calls and face-to-face meetings twice per year. The contractor may be asked to organize and document in-person and conference calls and other logistical tasks associated with meetings; perform short term data summaries for the group; provide write-ups on proposed partnership projects; and other tasks as directed by the EPA WACOR.

**Deliverables and Schedule:** The contractor shall provide support to EPA by providing a draft of the requested materials per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested materials within two weeks of receiving comments from the EPA WACOR on the draft materials.

**Task 7. EPA and Industry Collaborative Agriculture Education Project (new phase)**

EPA is working with its Animal Agriculture Discussion Group (AADG) to develop an educational program that will facilitate two-way understanding of animal agriculture livestock and poultry feeding operations and water quality protection measures, including Clean Water Act requirements. Under the prior work assignment the contractor developed an inventory of resources, materials, and trainings that currently exist regarding animal agriculture and manure management, to learn with what information is already available, help identify necessary elements of a new educational program, and collect potential references for the new program. The objective under this work assignment is to develop livestock-specific educational modules that:

- provide information on livestock and poultry production systems and general characteristics of different livestock and poultry operations, in a format and at a level that will be of interest and relevance to regulators;
- provide information on the objectives of the Clean Water Act and CAFO regulations, permits and inspections, water quality issues and best management practices in a format and at a level that will be of interest and relevance to agricultural producers.

These centerpiece of these modules will be videos with some accompanying web-based content or materials. These modules/videos will ultimately reside on or be linked from EPA's website. The initial livestock and poultry overview module will focus on livestock and poultry systems, generally. Following development of this module, EPA will likely partner with specific livestock and poultry industry groups to develop species specific modules that provide specific information on the manure management systems and applicable regulatory requirements for each sector (specifically the layer, broiler, swine, dairy and beef sectors). For an EPA audience, that content may include, but is not limited to specific information on lifecycles and manure management systems in use for that class of operations; recent developments in industry operations and how they may have impacted manure management decisions; currently employed environmental management systems and BMPs; familiarization and approaches to communication/outreach with agricultural communities; factors that weigh into on-farm decision-making (winter spreading, BMPs, house design, changes in approaches, adoption of innovation); rendering; "A Day in the Life of a Producer"; cross-applicability of regulations (SPCC, etc.). For an animal agriculture audience, content may include, but is not limited to, Clean Water Act and regulatory requirements (tailored to address federal and state); cross-applicability of regulations (SPCC, etc.); what to expect when being inspected; success stories; best practices for manure management; newest and latest innovations in technology; policy developments.

**Deliverables and Schedule:** An outline of the training and a proposed schedule will be provided to EPA within 14 days of receiving technical direction from the WACOR to commence work. Draft video scripts, draft web content and all other draft materials shall be provided to EPA for review and approval according to the approved schedule. Final products shall be provided to EPA within 2 weeks of receiving comments from EPA on the drafts, unless an alternate schedule is agreed upon. For purposes of developing initial schedules, assume finalization of the initial overview video and accompanying content by the end of March 2016, and sector-specific modules to be completed by the end of June 2016.

#### **Task 8. Problems Associated with More Frequent and Intense Precipitation**

Regional and state permit writers have expressed notable concerns about the increased frequencies and intensities of wet weather events and the resulting critical nature of by-pass, overflow and other events that often constitute permit violations. This issue crosses a number of media including municipal wastewater, stormwater, CAFOs and biosolids. As with critical flows and thermal discharges, an HQ-Regional task force is being formed to explore the need for new tools, data or policies. The contractor will support these efforts, when requested, by finding and summarizing information related to the nexus of climate and permitting (for example, trends across the country in the frequency of 25 year/24 hour storms, or; whether there are increased frequencies of by-pass events).

**Deliverables and Schedule:** The contractor shall provide a draft of the requested information and analyses per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested information and analyses within 1 week of receiving comments from the EPA WACOR on the draft materials.

#### **Task 9. Supporting Climate-Ready NPDES Permit Pilots**

The Climate-Ready NPDES Strategy highlights the need to tackle some of the challenges related to climate in the permitting process, and perhaps in the permit itself. Whether it's improving treatment system resilience in the context of asset management; planning for system capacity and maintenance in a CMOM or SWMP plan; calculating limits to account for drought condition base flows; implementing BMPs with enhanced flood storage capacity; undertaking vulnerability assessments as special studies; or collecting critical data through monitoring and reporting activities, the NPDES permit can support and facilitate the work of utilities and other permittees to prepare their systems for changing climactic conditions. There are no requirements or standard approaches to how this is done, so EPA would like to start compiling a series of case studies that will provide good examples to permit writers and permittees across the country. To that end we propose to provide technical assistance to 2 or 3 permitting pilots by providing approximately \$20,000 each in contractor assistance to state and/or regional permitting authorities in the development of NPDES permits. For each pilot the type of permit, the relevant permit development activities, and the proposed climate-related permit provisions will be the decisions of the permitting authorities. The contractor may be asked to provide assistance to the state program in the form of modeling, data analysis, permit writing, conducting vulnerability assessments or other tasks as determined on a case-by-case basis.



**Deliverables and Schedule:** Specific deliverables and schedules will be negotiated with the contractor as project details are identified and refined.

#### **Task 10. Support Outreach and Education Efforts**

The contractor shall provide support to the outreach efforts for implementation of the NPDES CAFO and aquaculture programs, animal agriculture partnerships, and the Climate-Ready NPDES program. This support shall include: developing audio/visual and briefing materials, preparing informational and outreach materials, developing graphics, coordinating logistics and communications efforts, supporting conference and training logistics, recording and summarizing proceedings, establishing speaker agreements, researching technical issues and cooperative initiatives, and developing web content (not coding). Specific details relative to outputs will be identified by the EPA WACOR through written technical direction.

**Deliverables and Schedule:** The contractor shall provide support to EPA by providing a draft of the requested materials per the schedule provided with technical direction from the EPA WACOR, and a final version of the requested materials within two weeks of receiving comments from the EPA WACOR on the draft materials.

#### **Task 11. Supporting State and Regional NPDES Programs by providing a rapid and nimble response to limited-term and focused priorities**

The purpose of this task is to be able to provide a rapid and nimble response to an occasional but immediate need of a state or regional NPDES program. As such, the description is broadly inclusive and the contractor is not expected to provide detail in the initial work plan. The contractor shall provide support by undertaking tasks that quickly respond to a state or regional short-term need such as review of permits, nutrient management plans, proposed regulations or state technical standards; compiling public comments on proposed permits or regulations; compiling, analyzing or modeling data; drafting language to be included in a state regulatory, outreach or guidance document; or other focused task as determined by an immediate state or region priority. Specific details and outputs shall be identified by the EPA WACOR through written technical direction. Should any task require more than approximately 20 hours LOE or extend beyond 3-4 weeks duration, the WACOR will amend the work assignment to reflect the increased import of the task.

**Deliverables and Schedule:** Deliverables will be specified with technical direction and schedules negotiated with the contractor on a case-by-case basis.

#### **Task 12. Support the Nutrient Recycling Challenge**

EPA is partnering with the dairy and swine industries to develop a 4-phase Innovation Challenge to accelerate development and use of technologies that can recover nitrogen and phosphorus from animal manure and generate value-added products. Environmental and economic benefits can become substantial as more efficient ways to manage and transport nutrients are developed. EPA anticipates that Phase I, a call for concepts, will launch in late 2015. In 2016, EPA will collaborate with partners to support innovators as they turn their concepts into designs, and

ultimately into working technologies that can be demonstrated on commercial livestock operations. The contractor will continue to support the independent FTP site established under WA 4-17; provide support for development outreach materials such as lay-out and graphics; provide logistical support for partner meetings and challenge forums; and other related tasks as communicated the WACOR.

**Deliverables and Schedule:** Deliverables will be specified with technical direction and schedules negotiated with the contractor on a case-by-case basis.

**Quality Assurance Statement:**

A quality assurance project plan (QAPP) is not required for Tasks 1, 4, 6, 7, 9, 10 and 12 of this project because it does not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making.

EPA anticipates that some of the information collected as part of this work assignment under Tasks 2, 3, 5, 8 and 11 may be secondary data and will be collected from publicly available information sources. However, EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). Tasks 2, 3, 5, 8 and 11 likely require the use of environmental data and should be supported by a QAPP developed by the contractor and reviewed by the EPA WACOR and the QA Coordinator. The contractor shall submit the QAPP within 15 days of the submittal of the work plan.

**Conference/Meeting Guidelines and Limitations:**

The Contractor shall immediately alert the EPA WACOR/Alternate WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR/Alternate WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Level of Effort:**

The EPA estimated level of effort for this work assignment is 3,070 hours.

**Other Requirements:**

**Reporting**

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work

assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

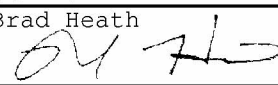
#### Travel

All non-local travel shall be authorized in advance by the EPA Contract-Level Contracting Officer's Representative and shall be in accordance with the contract. Travel for any single task should not exceed \$2,000 unless trip has been pre-approved.

#### Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-17				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number      5			Title of Work Assignment/SF Site Name Support NPDES CAFO Program				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$331,733.00		3,070						
Total:		\$331,733.00		3,070						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$331,733.00		LOE: 3,070						
Cumulative Approved:		Cost/Fee \$331,733.00		LOE: 3,070						
Work Assignment Manager Name   Jennifer Molloy  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1939				
						FAX Number:				
Project Officer Name   Robert Powell  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name   Brad Heath  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 5-17																																																																		
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Contract Number EP-C-11-009	Contract Period 01/01/2011 To 12/31/2016 Base                      Option Period Number    5	Title of Work Assignment/SF Site Name Support NPDES CAFO Program																																																																		
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Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 07/01/2016 To 12/31/2016																																																																		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
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Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:																																																																		
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Contracting Official Name    Brad Heath <div style="display: flex; justify-content: space-between;"> <div>           _____          (Signature)       </div> <div>12/8/2016 _____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-11-009  
WORK ASSIGNMENT 5-22**

**Title:** Support for NPDES Data Collection and Information Management

**Work Assignment Contracting Officer's Representative (WACOR):**

<b>Amelia Letnes</b> Phone: (202) 564-5627 Fax (202) 564-9544 Letnes.amelia@epa.gov	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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**Period of Performance:** January 1, 2016 through June 30, 2016

**Background:**

Under the Paperwork Reduction Act (PRA) of 1995, the Agency is required to obtain Office of Management and Budget (OMB) approval before it can request the public to submit information or retain records, be it via paper or electronically. The package of materials describing an information collection that is submitted by the Agency to OMB is called an "Information Collection Request" or "ICR." Any monitoring, reporting, or record keeping requirement imposed on non-federal respondents by EPA will require an ICR. When an ICR is needed, it is subject to OMB review and approval regardless of whether the information is collected voluntarily, or is required to receive a grant or a benefit. Often, the information collection effort is aided by the use of OMB-approved forms associated with the ICR. As with all information collection activities, EPA must routinely evaluate its forms and make modifications as necessary to reflect current responsibilities and identify opportunities to streamline information collection efforts. Preparing an ICR requires that EPA estimate the burden incurred by respondents and the Agency for collecting, reporting, and maintaining the necessary information.

**Scope of Work:**

This work assignment provides for support to the Water Permits Division to address ongoing data collection needs as well as to begin to resolve information management challenges. The Contractor shall provide technical support to EPA under the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

**Task 1: Consolidate and Draft ICRs**

The Contractor shall provide support to EPA efforts to consolidate existing ICRs and draft a new single ICR covering the entire NPDES program. The following ICRs will be included in the consolidated ICR:

<b>ICR Number</b>	<b>Title</b>	<b>Expiration</b>
2040-0250	Consolidated Animal Sectors ICR *	11/31/2015
2040-0284	Pesticides General Permit ICR*	11/31/2015
2040-0241	Cooling Water Intake Structures - New Facility**	12/31/2015
2040-0004	Consolidated NPDES ICR**	12/31/2015
2040-0009	National Pretreatment Program: Streamlining Final Rule **	4/30/2016
2040-0257	Cooling Water Intake Structures Existing Facility (Phase II)	10/31/2017
N/A	Steam-Electric ELG	N/A
N/A	E-Reporting Rulemaking	N/A

\*At OMB for review

\*\*Will be submitted to OMB under previous WA

The consolidated draft will include

- All above listed ICRs, and any additional ELGs or NPDES rulemakings finalized before the draft is submitted to EPA. EPA does not anticipate any additional rulemakings in that timeframe.
- Transition to the new format for all ICRs.
- General streamlining in format and language to clarify the overall burden hours.

#### *Task 1 Deliverables:*

Consolidation planning and draft spreadsheet line items are due to EPA by March 31, 2016

Draft ICR is due to EPA by June 30, 2016

#### *Level of Effort:*

EPA estimates 200 hours for this task

#### **Task 2: Draft ICRs for new rulemaking**

The Contractor shall provide support to EPA efforts to draft and finalize the ICRs below.

<b>ICR Number</b>	<b>ICR Name</b>	<b>Expiration Date</b>
2040-XXXX	NPDES Updates Rule	N/A

Activities to be performed under this task for the ICR listed above shall include:

1. Prepare draft ICR, including supporting statement and data. (Continuing the work done under WA 4-22)
2. Prepare draft responses to public comments on the draft supporting statement
3. Respond to EPA comments on draft ICR documents and revise as necessary
4. Prepare final ICR(s) supporting statements
5. Prepare draft federal register notice
6. Prepare materials for submission to OMB



#### *Task 2 Deliverables:*

All due dates are subject to change based on additional rule revisions by EPA. Draft ICR is anticipated to be due in January 2016. Responses to EPA comments are due within two weeks of receipt of the comments. Response to public comments will be due within one month of EPA direction to begin work.

#### *Level of Effort:*

EPA estimates 80 hours on this task.

### **Task 3: Quality Assurance Project Plan**

**QAPP Requirement.** EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The following deliverables may contain environmental data: ICRs with estimated costs and burdens, documents associated with ICR development (e.g., ICR supporting statements, EPA response to EPA and public comments on the draft ICRs, Form 83-1, action memos, fact sheets, consolidated ICR plans) outlines of information and issues (such as data gaps) to be addressed, and additional deliverables specified in technical directives. If these deliverables do contain environmental data, a QAPP is required to describe the contractor's plan for assuring the quality of these data over their life cycle. The contractor may begin work on data-related activities (e.g., data generation, data management, data distribution, or data use) described in Tasks 1 of this work assignment under the previous QAPP for WA 0-22, but must update it pursuant to this WA's tasks and activities and submit it to EPA's QA coordinator for review and approval. All data-related activities shall be conducted in accordance with the Office of Water Quality Management Plan (QMP).

*Task 2 deliverables:* The contractor should submit the updated QAPP within 30 days of the receipt of this work assignment. The contractor should confer with the WACOR and QA Coordinator to discuss updating the QAPP should any questions or need for clarification arise. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

## **OTHER REQUIREMENTS**

### **Reporting**

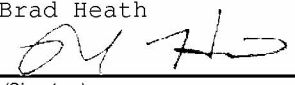
*Progress Reports* shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

### **Travel**

No travel other than local travel is expected under this work assignment.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-22				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   06/30/2016 Base                      Option Period Number      5			Title of Work Assignment/SF Site Name NPDES ICR Support				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance  From   01/01/2016   To   06/30/2016				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 06/30/2016										
This Action:		\$54,356.00		404						
Total:		\$54,356.00		404						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/20/2016		Cost/Fee \$54,356.00		LOE: 404						
Cumulative Approved:		Cost/Fee \$54,356.00		LOE: 404						
Work Assignment Manager Name   Amelia Letnes						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5627				
						FAX Number:				
Project Officer Name   Robert Powell						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2108				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name   Brad Heath						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2352				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period   01/01/2011   To   02/28/2017 Base                      Option Period Number       5			Title of Work Assignment/SF Site Name NPDES ICR Support				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2016   To   12/31/2016				
Comments: The purpose of this Amendment 1 is to extend the period of performance of this Work Assignment through December 31, 2016.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 01/01/2011   To   02/28/2017										
This Action:  										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Amelia Letnes  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5627 FAX Number:			
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name    Brad Heath <div style="display: flex; justify-content: space-between;"> <div>           (Signature)       </div> <div>1/10/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			